



SUPER FUND AUDIT CHECKLIST

Client Year.....

Contact Details of Trustees

(Please tick applicable boxes below)

- | | | | |
|---|--------------------------|--|--------------------------|
| Tax Return | <input type="checkbox"/> | Trustee Resolution (signed by client) | <input type="checkbox"/> |
| Financial Statements (inc Notes) | <input type="checkbox"/> | Trustee Declaration Form/Member
Applic/Acceptance/Consent to Act (new funds only) | <input type="checkbox"/> |
| Member Statements
(see GL for Member transaction in detail) | <input type="checkbox"/> | If Corporate Trustee -ASIC Search
(confirmation of directors disqualifications) | <input type="checkbox"/> |
| General Ledger | <input type="checkbox"/> | Updated Deed (if applicable) | <input type="checkbox"/> |
| Investment Summary | <input type="checkbox"/> | Investment Strategy | <input type="checkbox"/> |
| Accrued (Unrealised) Capital gains Report (if applicable) | <input type="checkbox"/> | Trust Deed (if first year) | <input type="checkbox"/> |
| Assets Purchased/Sold Summary | <input type="checkbox"/> | Insurance Policy (if first year)
(or consideration of Insurance) | <input type="checkbox"/> |
| Tax Reconciliation Report
(including Capital Gains & Income Summary) | <input type="checkbox"/> | Evidence of Complying Fund (if first year) | <input type="checkbox"/> |
| Evidence of Investments | <input type="checkbox"/> | Pension Summary Report (if in Pension phase) | <input type="checkbox"/> |
| Evidence of Income | <input type="checkbox"/> | Pension Documents (new Pension) | <input type="checkbox"/> |
| Evidence of Sale of Investments | <input type="checkbox"/> | PAYG Payment Summary/Statement
(if member <60) (if in Pension phase) | <input type="checkbox"/> |
| ATO Portal Schedules | <input type="checkbox"/> | Actuarial Certificate (if in Pension phase
with pooled assets/or accum account balance) | <input type="checkbox"/> |
| Notice of Intention to Claim Tax Deduction
& SF Acknowledgement (Pers. Conc. Contns) | <input type="checkbox"/> | | |
| Trustee Minutes (signed by client) | <input type="checkbox"/> | | |

Date Collected by Auditor:.....

Date Returned by Auditor: